

CENTRAL INTELLIGENCE AGENCY
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NIS CHAPTER IX MEMO NO. 24
(REVISION)
DATE 17 September 1957

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Treatment of manuscript maps in Chapter IX

1. For clarification, maps in manuscript form fall within the category of unpublished materials that are not to be included as Items in Section 91 of Chapter IX (see NIS Chapter IX Memo 23, 18 November 1955). Maps subject to further edit and review, incomplete preliminary drafts, preliminary manuscripts, maps in process of compilation, etc, are therefore to be excluded as Items.
2. If the manuscript maps are a part of a program, they may be referred to in a general statement under Programs under way or projected. If they are not scheduled for production, they may be mentioned under the subject heading in Section 91 as being of value for reference purposes. In either case, the statements concerning the manuscript maps will be generalized, and individual maps will not be described.
3. The exception noted in Chapter IX Memo No. 23 applies to maps on which annotations have been made by an attaché or representative in the field to indicate recent changes (particularly in road, railroad, and political-boundary information). Exception also may be made for such maps as those received from oil companies. The maps in both categories, when cataloged and added to a collection, are not subject to change and are available for loan.